

MS-1 EXAMINATION POLICY

Examination Requirements

1. Students are required to take examinations at the time and date indicated in the course schedule.
 - a. Examinations will begin promptly at a time designated in the course schedule. Students should arrive 15 minutes early and be ready to begin at that time unless instructed otherwise.
 - b. Students arriving late for an examination will not be granted extra time to allow for their tardiness.
2. Only under the following circumstances will students be permitted to take the examinations at a time other than that designated in the course schedule.
 - a. Death or serious illness in the immediate family, childbirth, illness requiring hospitalization, illness serious enough to warrant a written dispensation from a physician.
 - b. Traffic tie-ups, automobile accidents or other situations of comparable gravity. These circumstances will be handled on an individual basis by the Block Leader (Course Director) and may require written documentation.
 - c. Medical, business or other appointments excused in advance by the Block Leader (Course Director). However, students should make every effort to schedule such appointments at times that do not conflict with examinations.
 - d. Other circumstances will be considered on a case-by-case basis by the Block Leader (Course Director)
3. In all cases, the approval of the absence must be confirmed by the Block Leader (Course Director).
4. Unacceptable circumstances include minor illnesses, oversleeping, not feeling prepared for the examination, test anxiety, non-emergency travel plans including reservations.
5. Students who cannot take an exam during the regularly scheduled time because of professionally related travel must make arrangements for the examination with the Block Leader (Course Director) at least one week prior to the regularly scheduled examination time. Failure to provide adequate notice may result in an unexcused absence.

6. If students are granted an excused absence and miss a scheduled examination, a make-up examination must be rescheduled and taken within 72 hours of the original date. Arrangements for the make-up examination will be handled by the Block Leader (Course Director). The directors of lab courses are responsible for the scheduling and arranging of make-ups of lab practical exams.
7. Students who have met the requirement for reasonable accommodations for testing purposes must be confirmed by the Office of Student Affairs.
8. The authority to grant or deny a request made in advance for delay in taking a scheduled examination resides with the Block Leader (Course Director). If a request is denied and the student does not take the scheduled examination, the absence is recorded as “unexcused” and a score of “zero” (0) is recorded for that particular examination.
9. Students may not leave during the examination except to go to the restroom. When a student leaves, his/her device (computer, iPad) must remain on the desk and the student must sign out and back in. Only one student may leave the room at a time. No additional time will be added to the examination period to compensate for restroom breaks.
10. Students are not permitted to ask questions during an examination (unless otherwise instructed). Absolutely no talking or distracting behavior will be permitted.
11. Food and drinks are permitted, however they should not be noisy to consume or overly fragrant
12. The following items are not permitted in the seating area of the testing room unless otherwise instructed:
 - Watches with alarms, computer or memory capability
 - Paging devices, cellular telephones and other non-approved devices
 - Calculators
 - Recording/filming devices
 - Radios
 - Reference materials (books, notes, papers)
 - Backpacks, briefcases, coats, brimmed hats, luggage
13. After completion of the examination, students will refrain from discussing the content of the exam with students who have not completed the test. Any effort to communicate information to other students who have not completed the exam will be considered academic dishonesty and will be referred to the Office of Academic Affairs.

14. Other types of examinations (such as National Boards, laboratory, or Clinical Skills) may require students to follow specific procedures and rules in accordance with that examination's stated policy.

Policy for Delivery of Computer Based Exams

This policy supplements existing exam policies for MSI and MSII to provide for the implementation of computer based testing using the ExamSoft portal and the related SofTest exam delivery program.

Prior to Exam Day

- Students must download the SofTest software and make themselves familiar with the login procedure and set up for delivery of the exam. Students are responsible to ensure that their device meets the minimum system requirements for running SofTest and must stay current with all related system and software updates.

On Exam Day

- Students must bring to the exam a fully charged laptop or iPad with the SofTest software loaded and its charger. Students may bring an optional mouse.
- Students may bring **only** their laptop or iPad and its power cord, a mouse, pencils or pens, a snack and/or drink, and earplugs to the exam room. Students will be given scratch paper for note taking during the exam. All scratch paper must be returned to the proctor at the end of the exam.
- No other materials will be permitted in the exam room. This includes, but is not limited to: Cell phones, calculators or other electronic devices, notes, backpacks, coats and hats. Students should store these items in a locker prior to coming to the exam room.
- Students must arrive at the exam location with the exam download on their device prior to the start of the exam.
- Students will be instructed by the proctor when to begin the exam and given the exam password to start the exam.
- Students who encounter technical difficulties with the software or their computer should notify a proctor for assistance.
- Students who wish to take a restroom break may do so, but the allotted time will continue to run while the student is out of the exam room.

At the End of the Exam

- Students must follow on screen instructions for uploading their answers to ExamSoft. Students should pay attention to on screen warnings that they will be unable to return to the exam once the answers are submitted.
- After submitting their answers, students must sign out of the exam by showing a proctor the green on screen confirmation that their answers have been uploaded to ExamSoft and sign a paper exam log for the proctor.

Exam Reviews and Question Challenges

Students are given the opportunity to review their examinations at scheduled Exam Review Sessions. Students will be able to review their exams only during the scheduled Exam Review Sessions.

To the extent possible, the exam review will take place after the exam, on the same day.

Students will be able to access a report of their performance on the ExamSoft ExamTaker portal once the results are released by the course director. Course directors will notify students by email when the results are available.

Procedures

1. For security purposes, during the exam, questions may be presented in a random order and answers may also be presented in a random order. For this reason, the grade reports distributed to the students after taking the exam will correspond to a “master” exam rather than to the order in which the student may have seen the questions or the answers while taking the exam. Prior to the exam review each student will receive a grade report which shows the answer key and their answers to the exam questions along with other pertinent statistical information about the exam results.
2. Students will sign in before entering the exam review room.
3. Only the following items will be permitted in the exam review room:
 - a. Device on which the student will be doing the review, which must be the same as the device on which the student took the exam.
 - b. Pen or Pencil
 - c. No other electronic devices, backpacks, books, papers or other notes will be permitted in the exam room during the review
4. Scratch paper will be provided and must be turned in to the proctor at the end of the one-hour challenge period.
5. If students wish to leave the room during the review, they must leave their device in the classroom.

6. At the end of the challenge period, or when they have completed the review and leave without making a challenge, students will sign out of the exam review and demonstrate to a proctor that they have logged out of the review on ExamSoft.

Review period:

1. Students will login into SofTest and use the passwords provided by the proctor to access the exam review.
2. Students will have one hour to review their answer and identify any questions they wish to challenge. After the one-hour review period, students must logout of the exam review on SofTest and demonstrate to the proctor that they have completely exited the exam review.

Challenge period:

1. Students will have one additional hour to develop question challenges.
2. **Examination questions cannot be recorded in any form.**
3. Students may identify which questions they wish to challenge by writing the question numbers on the board during the review or challenge period. Students who have similar issues will discuss these issues as a group. The group will then draft a consensus statement of the question challenge. The group challenge(s) should include the question number and a written rationale with references.
4. Individual challenges will not be entertained unless there is only one student with a particular issue.
5. Students may take notes during the exam review however; any notes taken must be turned into the proctor or deleted at the end of the review. Picture-taking is strictly prohibited. Appropriate action will be taken when any such infringement occurs.
6. Students may access notes or other resources electronically only during the challenge period.
7. Examination question challenges must be submitted by written hardcopy to the course director by the end of the challenge period. No challenges will be accepted once the challenge period is complete.

Faculty Review of Challenges:

1. Faculty will have until the end of the day on the third working day after the exam review to return their responses to the course director. The course director will distribute the responses to the students and, if necessary, regrade the exam and repost grade reports.

Appeals Process

Appeals made for any action taken regarding the implementation of this policy shall be made in accordance with Section 11 of the Policy Regarding Academic and Professionalism Standards, Leaves and Appeals.

Approved by the MS-1 subcommittee 4/2/10.

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